
APPLICATION PROCEDURES

Enclosed you will find the following forms:

1. Application for Hazardous Materials Transportation License (CHP 361M).
2. Motor Carrier Profile (CHP 362).

Complete all applicable entries on the Application for Hazardous Materials Transportation License form (CHP 361M). Applicants who **do not have** a California Carrier Identification number (CA number) **must also** complete the enclosed Motor Carrier Profile form (CHP 362). Print legibly or use a typewriter to complete the form(s). **Make copies for your file.** Mail the application, Motor Carrier Profile (if required) and appropriate fee to:

California Highway Patrol
Accounting Section (HM Licensing Program)
P.O. Box 942902
Sacramento, CA 94298-2902

**DO NOT SEND CASH OR COMBINE WITH ANY OTHER
APPLICATION OR FEE.**

APPLICATION LINE ITEM INSTRUCTIONS

REASON FOR APPLICATION: Check the appropriate box for the type of application you are submitting.

APPLICANT'S NAME: This name must be the same as the name listed for your California Carrier Identification number (CA number).

ATTENTION: Enter the name of the person this license is to be mailed to.

NAME CHANGE: If your company previously held a California Highway Patrol Hazardous Materials Transportation License under a different name, enter that name.

TELEPHONE NUMBER: Enter the telephone number for the applicant.

DOING BUSINESS AS: List additional names that you are doing business as **other than** the APPLICANT'S NAME.

MAIN OFFICE STREET ADDRESS, CITY, STATE, and ZIP CODE: Enter the complete address for the company headquarters.

MAILING ADDRESS, CITY, STATE, and ZIP CODE: Enter the complete mailing address where the license is to be sent.

LEGAL OWNER: Enter the owner(s) of the company applying for this license.

CALIFORNIA CARRIER IDENTIFICATION NUMBER: Enter your CA number.

CHP HAZARDOUS MATERIALS TRANSPORTATION LICENSE NUMBER and EXPIRATION DATE: Enter current California Highway Patrol license number and expiration date.

ICC NUMBER: Enter federal MC number if applicable.

US DOT NUMBER: Enter federal US DOT number if applicable.

SPECIALIZED HIGHWAY ROUTING REQUIREMENT INFORMATION: Check the appropriate boxes that correspond to your type of operation (See back side of this instruction sheet for SPECIAL REQUIREMENTS). If you do not transport any materials identified, check the "None of the above" box.

APPLICANT BACKGROUND: If your response is "yes" to any of the questions, **provide an explanation** on the back side of the application. Attach an additional sheet of paper if necessary.

CERTIFICATION AND APPLICANT'S SIGNATURE: An authorized corporate officer or authorized representative of the company must sign the application and print or type his/her name and title.

TEMPORARY LICENSE

Applicants who have submitted an application and the appropriate license fee may **carry in the vehicle**, for not more than **sixty days**, either of the following as a temporary license:

- A copy of the applicant's completed "Application for Hazardous Materials Transportation License" form **and** a copy of the check or money order indicating payment of fee.
- A **telegraphic** money order receipt (i.e., Western Union Money Transfer) or copy thereof, made payable to the California Highway Patrol, indicating payment of fee for a license to transport hazardous materials.

INCOMPLETE APPLICATION FORMS OR INSUFFICIENT FUNDS

Incomplete application forms will be returned to the applicant for completion. Copies of incomplete applications are not valid temporary licenses. The correct fee, in U.S. funds, must be submitted with the application. Failure to submit a completed application or insufficient fee will delay issuance of the license.

STATUTORY REQUIREMENTS FOR LICENSE

A valid Hazardous Materials Transportation License is required by the laws and regulations of the State of California (Vehicle Code Section 32000.5) for the transportation of either:

- 1) Hazardous materials shipments for which the display of placards is required; or
- 2) Hazardous materials shipments of more than 500 pounds (being transported for a fee), which would require placards if shipped in greater amounts in the same manner.

General regulations regarding the transportation of hazardous materials are governed by Vehicle Code Sections 31300-34510 (Divisions 13 through 14.8). A copy of the Vehicle Code may be purchased at any California Department of Motor Vehicles office.

SPECIAL REQUIREMENTS

Laws and regulations governing the transportation of **explosives, inhalation hazards and radioactive materials** are more restrictive than those concerning the transportation of hazardous materials in general. The specific requirements for transportation of these materials are identified below.

EXPLOSIVES

Shipments of explosive materials that meet the definitions outlined in Division 14 of the Vehicle Code must follow additional rules and regulations for routing, safe stopping places and inspection stops designated by the California Highway Patrol in Title 13, California Code of Regulations, Chapter 6, Article 1 (Sections 1150-1152.10). These additional requirements are effective if transporting:

- An amount in excess of 1,000 pounds of any class 1.1, 1.2, or 1.3 (formerly class A or B) explosives,
- or
- A combined load in excess of 1,000 pounds of any class 1.1, 1.2, or 1.3 (formerly class A or B) explosives and blasting agent,
- or
- **Any amount** of class 1.1, 1.2, or 1.3 (formerly class A or B) when the transportation is rendered **as a delivery service or for hire**.

(NOTE: These regulations do not include special fireworks transported by carriers licensed by the State Fire Marshal or any other class of explosives.)

INHALATION HAZARDS

Shipments of inhalation hazards that meet the definitions outlined in Division 14.3 of the Vehicle Code must follow additional rules and regulations for routing, safe stopping places and inspection stops designated by the California Highway Patrol in Title 13, California Code of Regulations, Chapter 6, Article 2.5 (Sections 1157-1157.18). These additional requirements are effective if:

- It is a material meeting the defining criteria in Section 173.115 (c) of Title 49 Code of Federal Regulations or for which a "Poison-Inhalation Hazard" or "Inhalation Hazard" shipping paper description is required pursuant to Section 172.203 of Title 49 Code of Federal Regulations, **and**;
- It is being transported in bulk packaging except when that packaging contains only residue.

This would include, but not necessarily be limited to, hazardous materials that are poisonous by inhalation (liquid or gaseous) in Hazard Zones A, B, C, or D.

RADIOACTIVE MATERIALS

Shipments of radioactive materials meeting the definition for **highway route controlled quantity** found in Section 174.403, Title 49 Code of Federal Regulations, must follow the routes designated by the California Highway Patrol in Title 13, California Code of Regulations, Chapter 6, Article 2.7 (Sections 1158-1159).

SPECIALIZED HIGHWAY ROUTING AND ASSOCIATED REQUIREMENTS INFORMATION

Applicants who check one, or more, of the specialized routing ("HMX," "HMPIH," "HRCQ") boxes will be placed on the appropriate mailing list(s) to receive special highway routing requirements. Those on the HMX and HMPIH mailing lists will also receive safe stopping place and in route inspection stop information. Applicants not already on a particular list will receive a free current copy of the appropriate designated routes and related requirements. Applicants currently on one, or more, of these mailing lists will continue to receive published revisions to the designated routes and related requirements. This information may be reproduced locally, or additional copies may be purchased from the California Highway Patrol. Questions concerning the specialized highway routing requirements or how to obtain additional copies of these requirements should be directed to the Commercial Vehicle Section, Routing Coordinator at (916) 327-3310.

QUESTIONS/ADDITIONAL FORMS

If you have questions regarding the application process or required fee, or if you need additional forms, contact the California Highway Patrol, Commercial Vehicle Section, P.O. Box 942898, Sacramento, CA 94298-0001 or by telephone at (916) 327-5039. Questions regarding the **Motor Carrier Profile** form should be directed to the California Highway Patrol, Commercial Records Unit at (916) 375-2810.

RIGHT TO PRIVACY — INFORMATION PRACTICES ACT STATEMENT

Information requested in the application (CHP 361M) is required by the California Vehicle Code and the California Code of Regulations. Failure to provide the information will be cause for not issuing a license. The information is required to establish license eligibility. Information collected may be released to other law enforcement agencies. Records concerning your license will be retained as long as the license is active and for three years after your license has expired. Records will be maintained by the California Highway Patrol, Commercial Vehicle Section, whose address appears in these instructions. You have the right to review personal information, but not confidential information, in files which are maintained on you by the California Highway Patrol.